



Departmental Quarterly Performance Report

Department Name: Finance

**Reporting Period:
FY 2004 - 05
2nd Quarter**

I. Performance Initiatives	Page 2
II. Personnel Summary	Page 17
III. Financial Performance	Page 21
IV. Department Director Review	Page 22

Departmental Quarterly Performance Report

Department Name: Finance

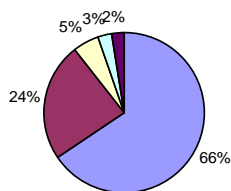
Reporting Period: FY 2004-05 2nd Quarter

MAJOR PERFORMANCE INITIATIVES

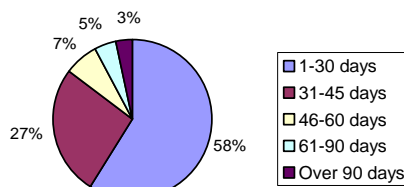
Finance Department Mission Statement: Deliver Accurate Financial Services for Sound Decision Making.

Issue 80% of payments to vendors within 45 days of receipt of invoice by County.

Average No. of Days it takes to process invoices for payment by County



QTR 1 - 2005



QTR 2 - 2005

Invoices processed within the following average number of calendar days:

QTR 1 - 2005	No. of Invoices	% of Total	QTR 2 - 2005	No. of Invoices	% of Total
1-30 days	58,538	66%	1-30 days	52,622	58%
31-45 days	21,138	24%	31-45 days	23,819	27%
46-60 days	4,658	5%	46-60 days	6,001	7%
61-90 days	2,637	3%	61-90 days	4,117	5%
Over 90 days	2,153	2%	Over 90 days	2,946	3%
Total	89,124	100%	Total	89,124	100%

The above graph reflects the average time it takes the County to process and pay invoices. (Note: Information for the departments of Aviation, Housing and Water & Sewer is not included. Those departments process vendor payments separately.)

This information is based on Contract payments processed through the Procurement Management Department (DPM) and through Direct Vouchers (non Purchase Order type payments). It does not include Construction Contract payments not processed by DPM.

A comparison of Qtr 1 of 2005 to Qtr 2 of 2005 data reflects a decrease of 5 percentage points in invoices paid in the 1-45 day range. The total percentage of invoices paid within 45 days is 85%, a total of 5 percentage points above our strategic goal of 80%. We continue to work with departments to expedite payment of invoices, as well as to take advantage of early payment discounts.

On a quarterly basis we review the Accounts Payable Statistical Reports and notify departments of the results and suggest improvements.

Check all that apply

ES8-3 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

___ Workforce Dev.

___ Audit Response

___ Other _____

(Describe)

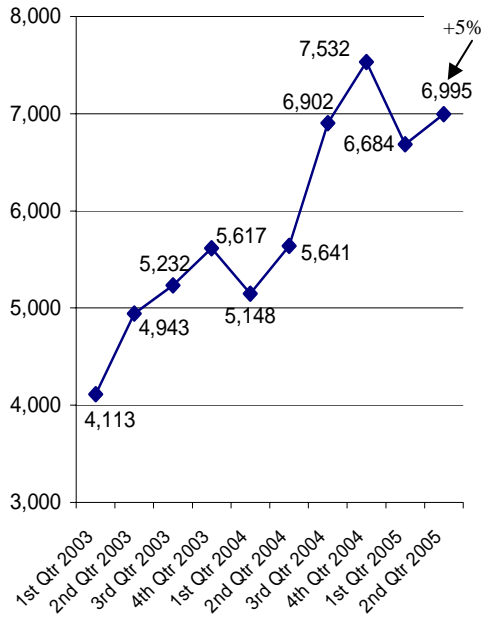
Departmental Quarterly Performance Report

Department Name: Finance

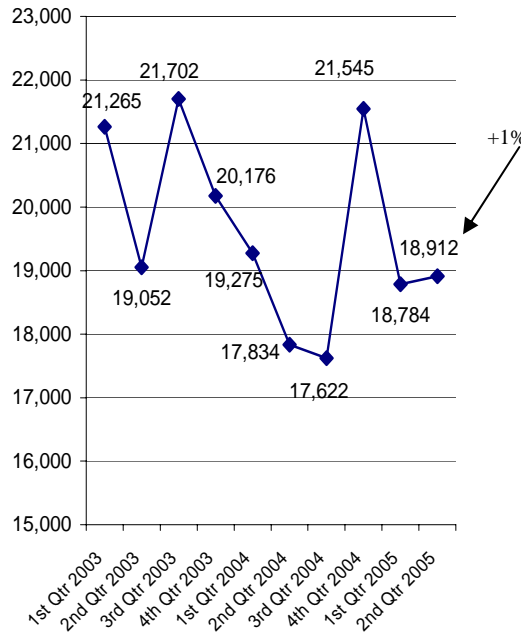
Reporting Period: FY 2004-05 2nd Quarter

Increase the usage of Automatic Clearing House (ACH) payments in order to pay vendors expeditiously and minimize issuance of manual checks.

Number of ACH Transactions



Checks Processed



Check all that apply

ES8-4 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

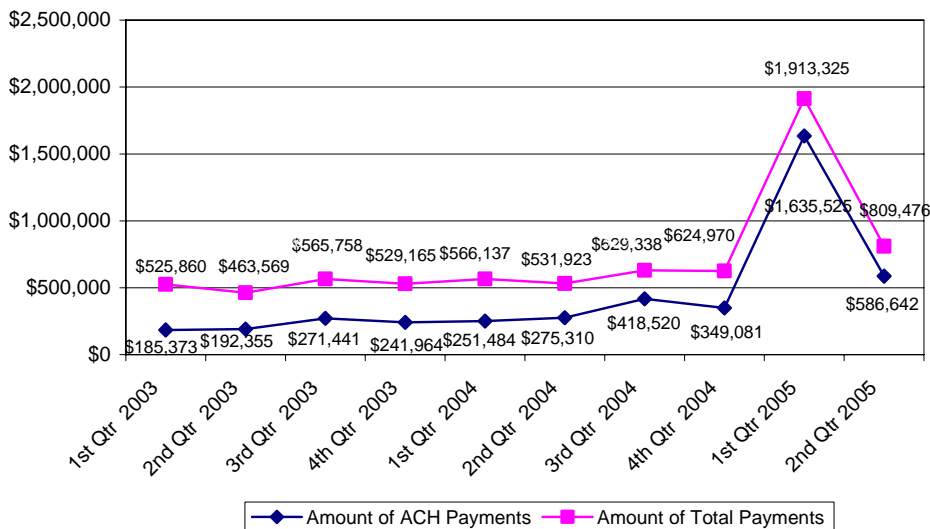
Workforce Dev.

Audit Response

Other

(Describe)

Amount of ACH Payments vs. Generated Checks Including Emergency Checks (In thousands)

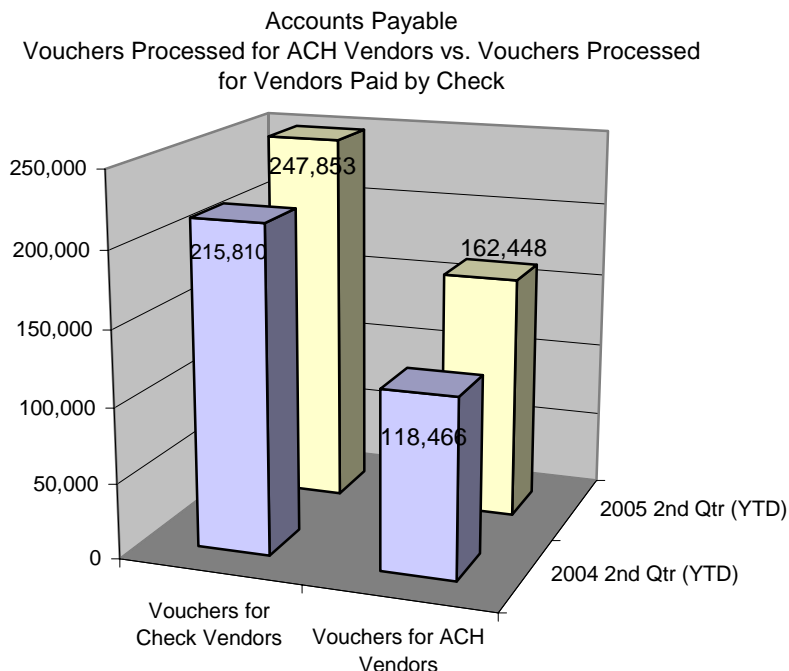


Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Process payments to vendors in a timely and accurate manner in the Accounts Payable module, tracking commodity usage and payment cycle.



- 2004 (2nd Quarter) – ACH is 35% of Total Vouchers Processed
- 2005 (2nd Quarter) – ACH is 40% of Total Vouchers Processed

One of our strategic business goals for FY2005 is to continue promoting the ACH payment option to County vendors in lieu of traditional check payment methods to expedite payments,

The graphs on pages 3 and 4 reflect total ACH dollar transactions of \$586 million or 72% of total payments processed. They also reflect a 5% increase in the number of ACH transactions in the second quarter of fiscal year 2005. We continue to work with departments and vendors to promote the ACH payment option: by including pamphlets with checks to inform vendors about the ACH Program option, as well as providing general information regarding the submission of complete and responsive invoices to the County to prevent payment delays.

Check all that apply

ES8-4 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

— Workforce Dev.

— Audit Response

— Other _____

(Describe)

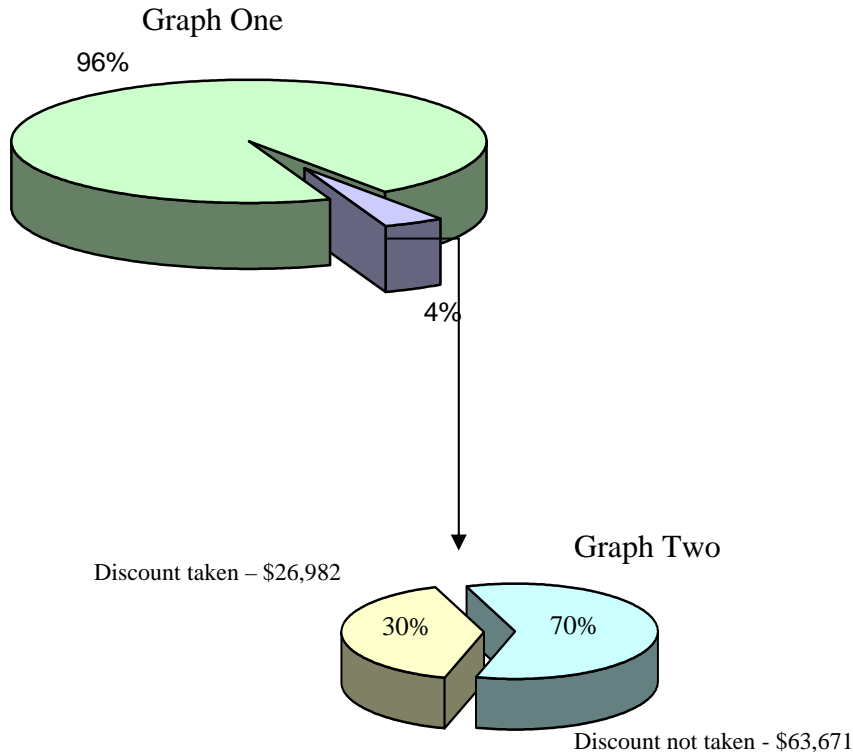
Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Maximize prompt payment discounts on all County contracts that provide early payment discount incentives.

The following graphs show that 4% of all procurement contract payments made in Quarter 2 of FY2005 provided the County with early payment discount incentives (Graph One). Of this 4%, we were able to take advantage of early payment discounts of \$26,982 of the payments made (Graph Two). We continue to explore ways to take advantage of discount opportunities, including working with the Department of Procurement Management to attempt to increase the contracts with discount options. The number of procurement contracts with discount options increased by 2 percentage points in the second quarter of fiscal year 2005.



Check all that apply

ES8-4 Strategic Plan

x Business Plan

x Budgeted

Priorities

Customer Service

Workforce Dev.

Audit Response

Other

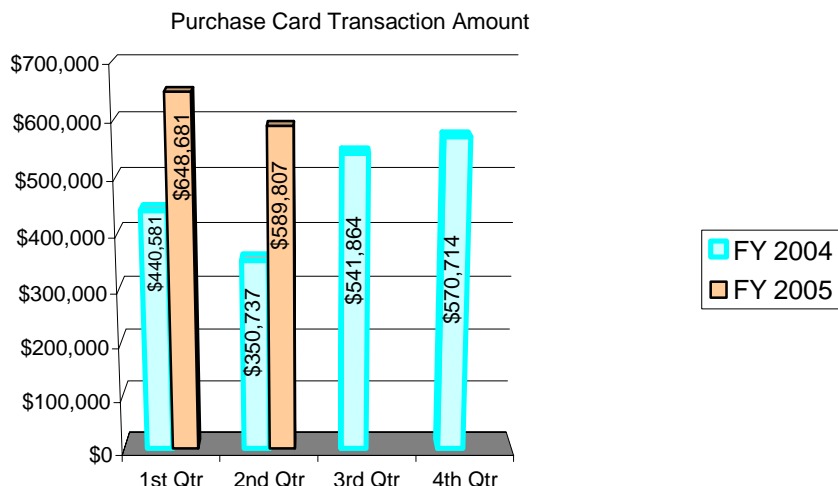
(Describe)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Expand usage of purchasing card program to all county departments.



The purchasing card program is now used by over 36 County departments for emergency purchases, small purchase orders, registrations, and online purchases. This is the 5th year of the program.

Check all that apply

ES8-4 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

 Workforce Dev.

 Audit Response

 Other _____
(Describe)

Travel Card Transaction Activity



Department	Qtr 2 Travel \$ Spent	% of Total
Aviation	\$ 20,597	10%
CAA	5,371	3%
Commission Staff	4,761	2%
County Attorney	8,999	4%
Finance	4,475	2%
Fire	15,755	8%
Inter. Gov Affairs	6,265	3%
Miscellaneous	47,562	23%
Police	74,051	36%
Seaport	6,087	3%
Transit	13,036	6%
Total	\$206,960	100%

The Finance Department has issued travel cards to departmental travel liaisons to charge transportation costs (i.e. car, bus, rail or airplane). To date we have ordered 96 travel cards, and trained departmental travel liaisons on the use of EAGLS Purchasing Card of Bank of America software for ease of account reconciliations and to expedite payments. Since the inception of the program in May 2004, the total travel dollar amount reported is \$850,993. In fiscal year 2004, a total of \$454,996 was reported and year to date for fiscal year 2005 amounted to \$395,997.

Departmental Quarterly Performance Report

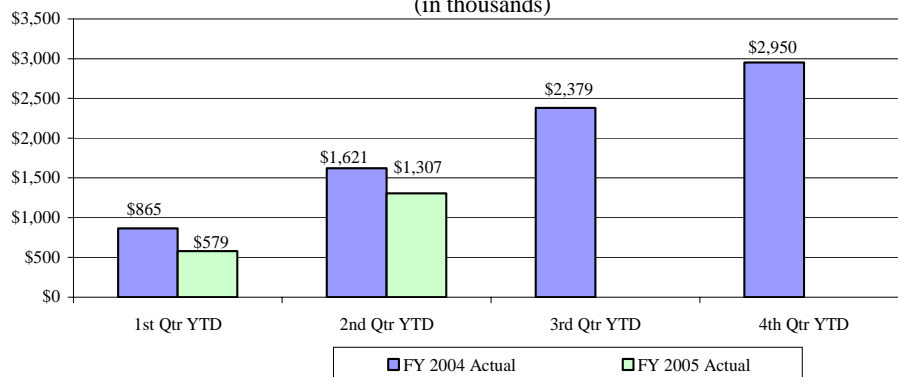
Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Increase Delinquent Account Revenues.

In-House and Agency Collections

Credit and Collection Year to Date Cumulative Net Revenue
(in thousands)



This graph illustrates last year's and this year's revenues.

Gainsharing Program Collections

Settlements, Payments in Full and New Arrangements Collections

	January	February	March	2nd Qtr Total	YTD Total
Gainsharing Collections	\$182,636	\$208,463	\$322,472	\$713,571	\$1,306,266
Bonuses Paid:					
Collectors	\$2,530	\$3,420	\$4,370	\$10,320	\$18,310
Management & Support Staff	\$2,800	\$2,800	\$2,600	\$8,200	\$15,600
Total Bonuses	\$5,330	\$6,220	\$6,970	\$18,520	\$33,910
Bonuses as percent of Gainsharing Collections	2.92%	2.98%	2.16%	2.60%	2.60%

The revenues for the Finance Department from the Credit and Collection Section are below original budgeted revenues for the year. However, the revenues are still well above the expenses for the same time period. There are three factors that are influencing the revenues, as described below.

Although the budget was developed anticipating that the section would be fully staffed by October, 2004, the section continues to be under-staffed. Recruitment continues to be an issue as we are still trying to fill collector positions and a Credit and Collection Supervisor position. In addition, Jackson Memorial Hospital (JMH) changed its methodology of account placement at the start of this fiscal year. JMH's new agreements with their primary collection agencies extended retention of the patient accounts to eighteen (18) months. Previously, the primary agencies would work the accounts approximately three (3) to six (6) months before placement with Credit and Collections. We are presently receiving approximately 10% of the usual volume of placements from JMH. Also, the section's outside collection agencies have not been as successful with their collection efforts as we had projected.

03/31/05

Check all that apply

ES8-2 Strategic Plan

x Business Plan

x Budgeted

Priorities

Customer Service

Workforce Dev.

Audit Response

Other

(Describe)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

FEMA UNIT

During the second quarter of fiscal year 2005, the FEMA unit has been engaged in the preparation of project worksheets for Hurricanes Charley, Frances and Jeanne. Project worksheets in the amount of \$4.2 million have been approved, with another \$1.6 million still pending approval. The approval of the FEMA Grant Agreements will be an Agenda Item for the Board of County Commissioners Meeting in the third quarter.

In addition, the FEMA Unit submitted reimbursement packages totaling \$47 million for the No-Name Storm and Hurricane Irene during the first Quarter of 2005 to the State. The State has not submitted reimbursement to date. We have been advised by the State that due to the volume of work generated by last year's storms, there is limited personal to handle the reimbursement request. The state expects to release \$15 million by the third quarter.

Check all that apply

ES8-4 Strategic Plan

☒ Business Plan

☒ Budgeted

Priorities

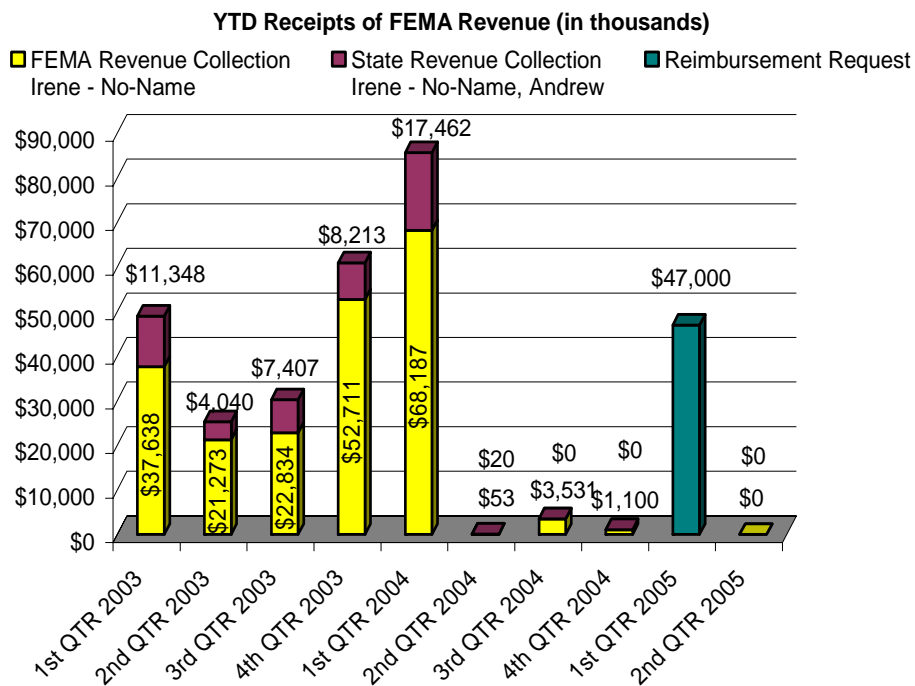
☐ Customer Service

☐ Workforce Dev.

☐ Audit Response

☐ Other

(Describe)

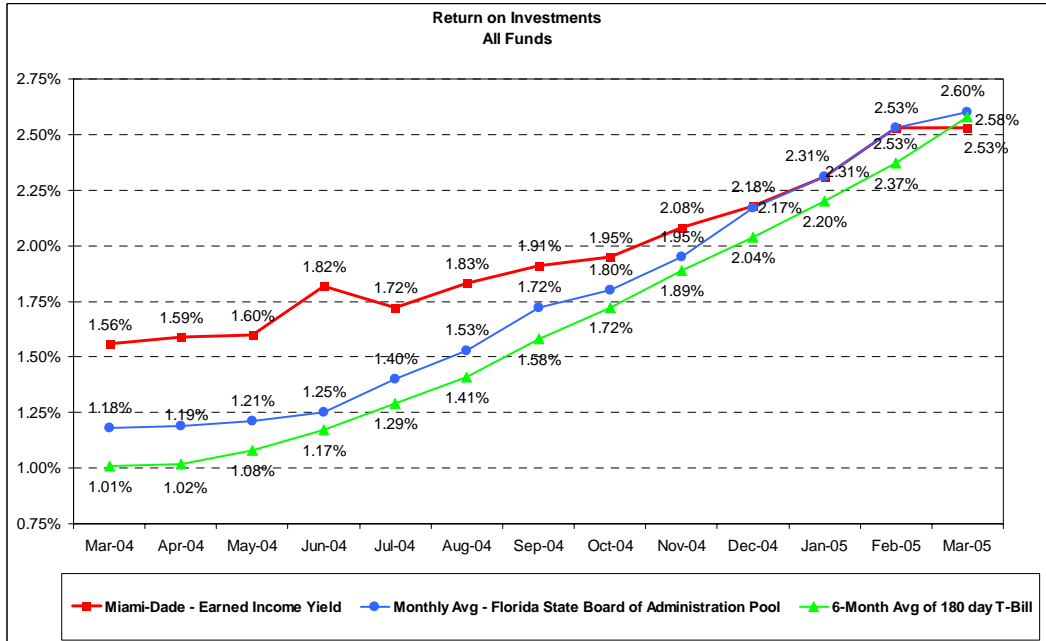


Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Achieve an average rate of return for all County funds that is competitive with the average rate of return of the County's industry benchmarks.



During the second quarter, the Cash Management Division achieved an average rate comparable with its two industry benchmarks: the State of Florida Board of Administration Pool and the six-month average of 180-day Treasury bills, while complying with the County's investment policy and safe-keeping the portfolio.

Check all that apply

ES8-1 Strategic Plan

☒ Business Plan

☒ Budgeted

Priorities

☐ Customer Service

☐ Workforce Dev.

☐ Audit Response

☐ Other

(Describe)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Accurately process Tax Deed applications and redemptions, and submit to Clerk's Office within 30 days.

Check all that apply

ES8-5 Strategic Plan

x Business Plan

x Budgeted

Priorities

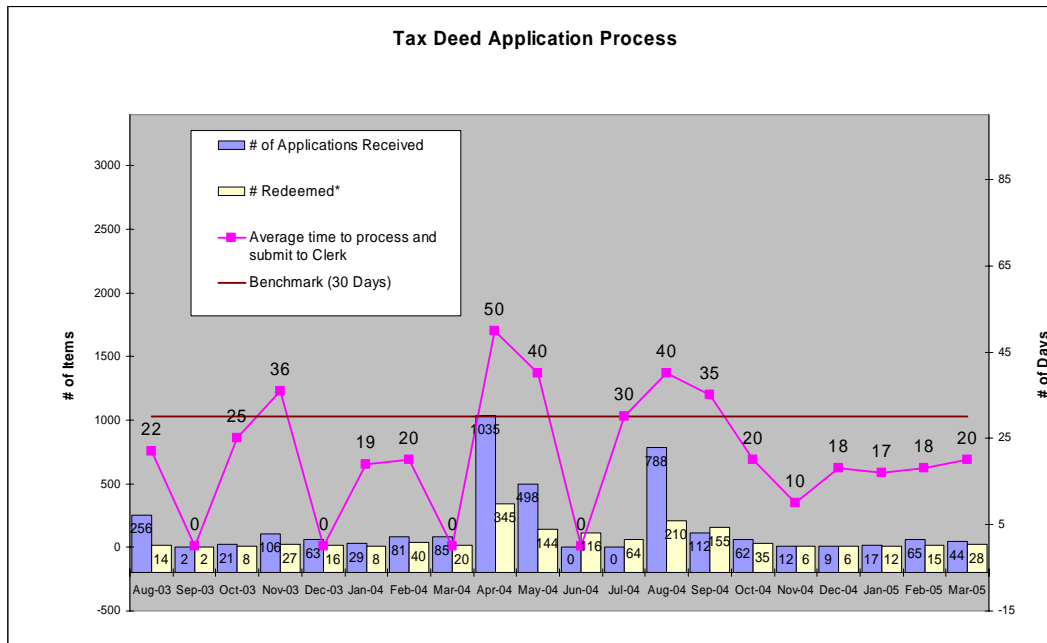
x Customer Service

Workforce Dev.

Audit Response

Other

(Describe)



* Number redeemed indicates when taxes are paid prior to a public auction of the property deed.

Note: Tax deed applications are not accepted while the yearly tax certificate auction is conducted in June.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Increase overall collections of Tourist Taxes by 10%.

Check all that apply

ES8-5 Strategic Plan

☒ Business Plan

☒ Budgeted

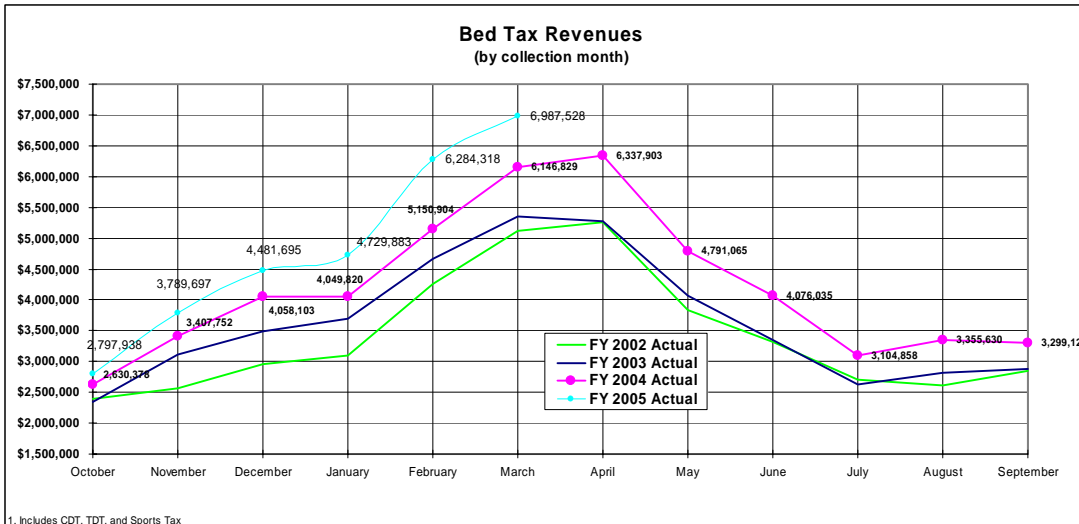
Priorities

☐ Customer Service

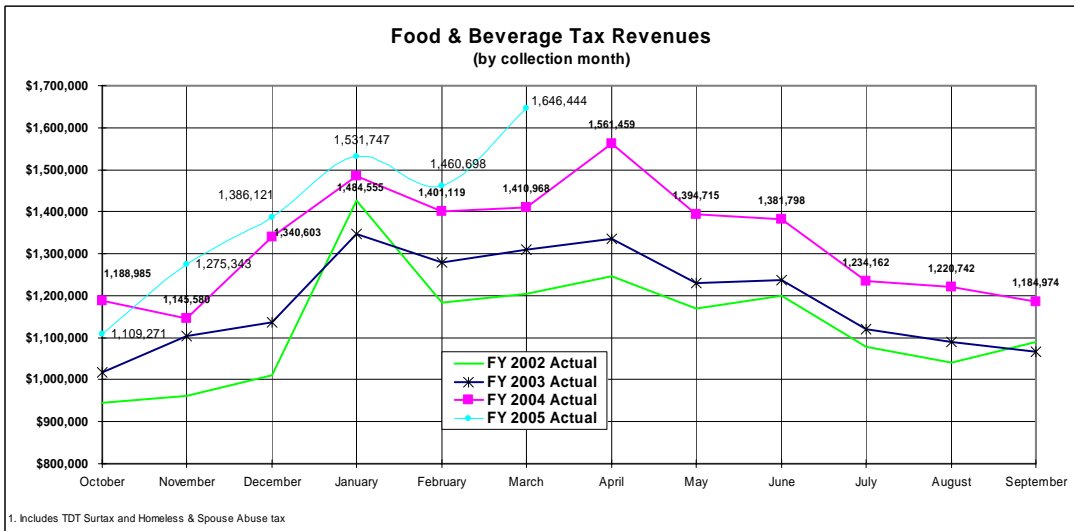
☐ Workforce Dev.

☐ Audit Response

☐ Other _____
(Describe)



2nd Quarter Bed Tax Revenues increased by **17%** over the second quarter in 2004.



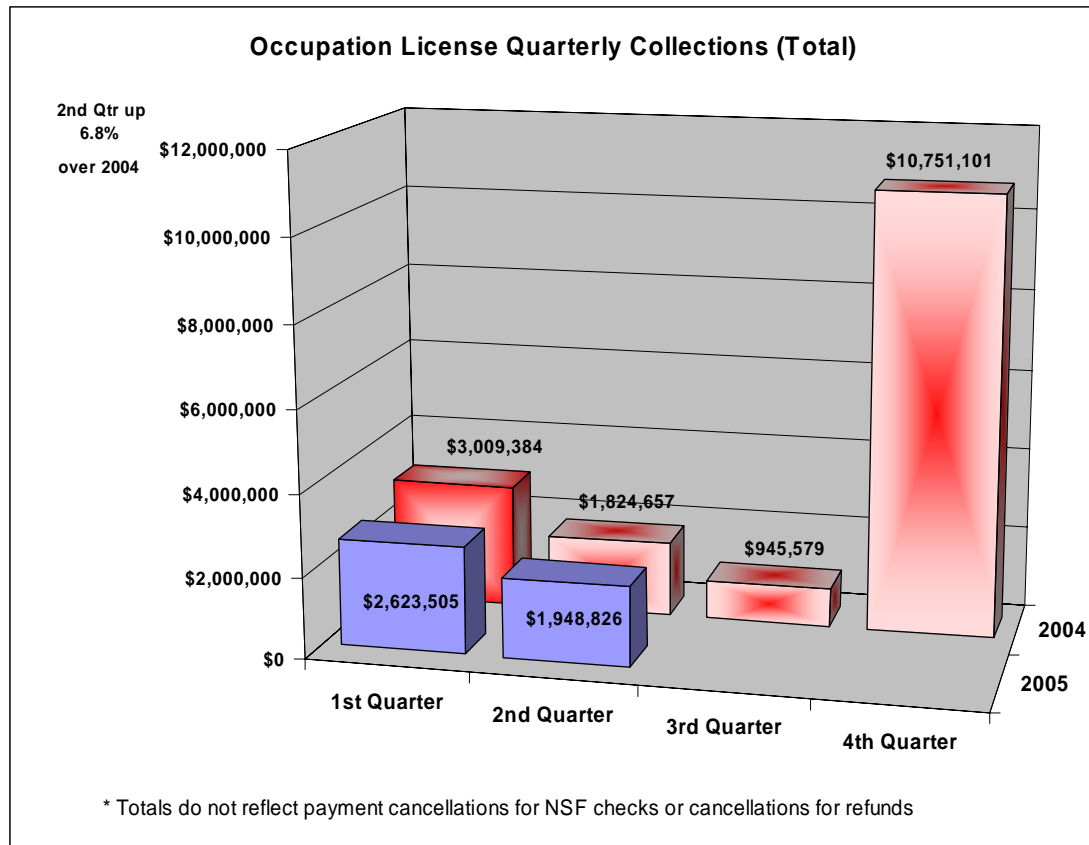
2nd Quarter Food & Beverage Taxes increased by **8%** over the second quarter in 2004.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Increase overall collections for Occupational License by 10%.



Check all that apply

ES8-5 Strategic Plan

☒ Business Plan

☒ Budgeted

Priorities

☐ Customer Service

☐ Workforce Dev.

☐ Audit Response

☐ Other

(Describe)

Second quarter Occupational License Collections are **6.8%** higher than in the second quarter of 2004. The increase can largely be attributed to a **75%** increase in the number of web payments and a **267%** increase in the number of inside project payments. In the second quarter, the professional business field was successfully targeted by Occupational License as an inside project.

*Occupational License (OL) Year runs from August to July

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Monitor, track and promote on-line services and payment activity for Occupational License transactions.

Check all that apply

ES8-5 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

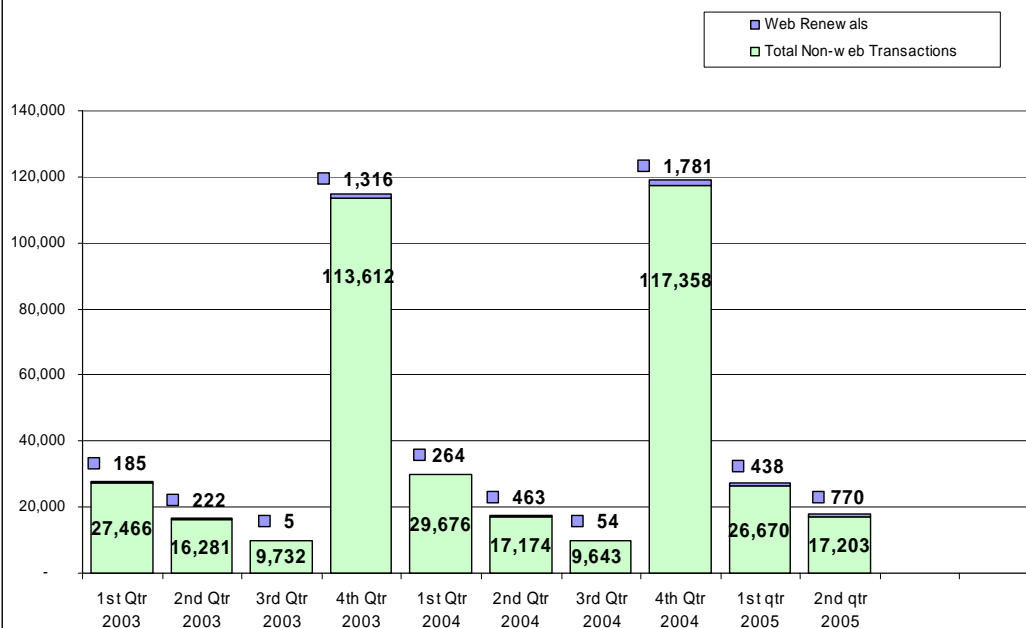
Workforce Dev.

Audit Response

Other

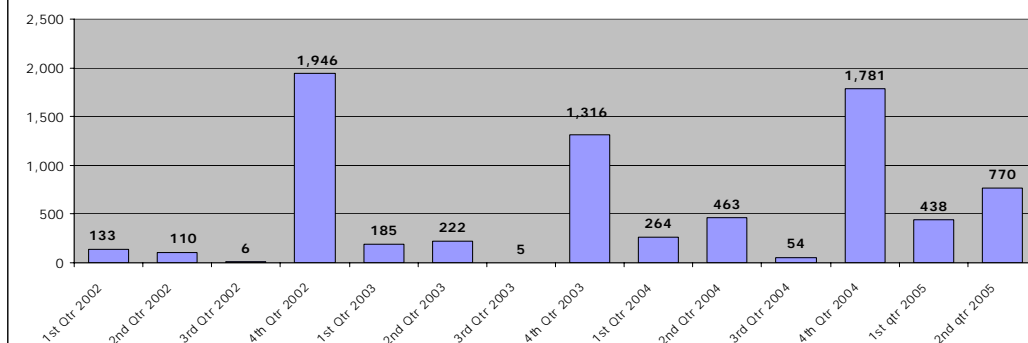
(Describe)

**Occupational License Quarterly Collections
(Total Transactions)**



**Occupational License
Number of Online Renewals**

* Renewal process is seasonal based on OL year (August through July)



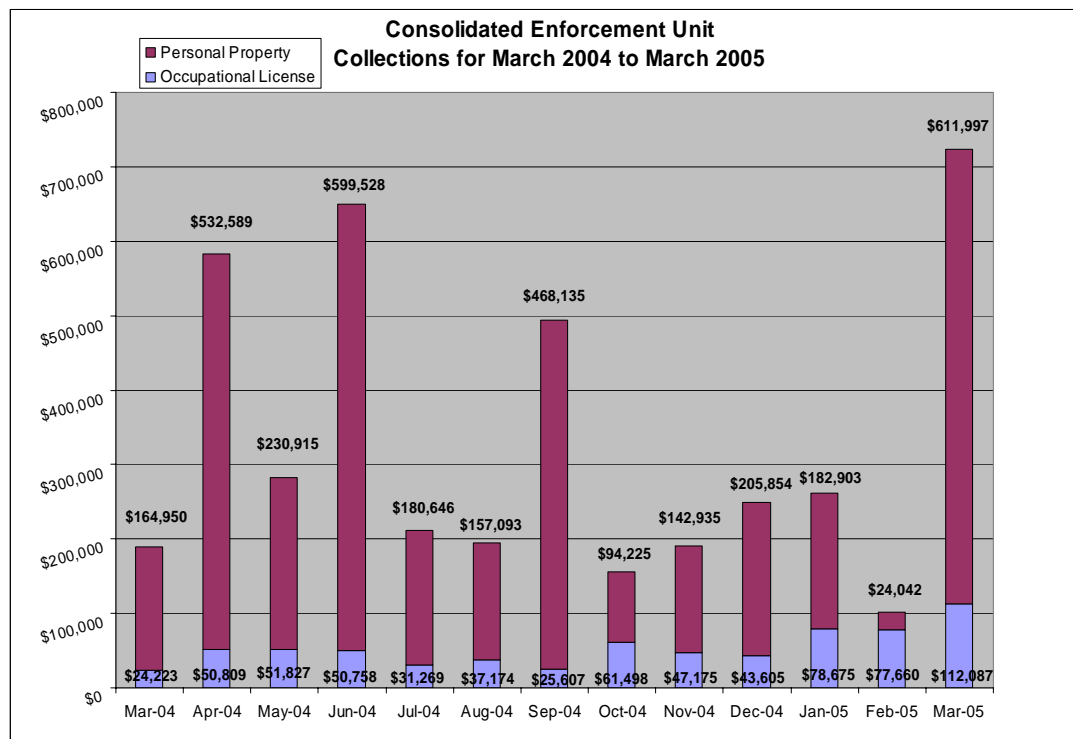
*Renewal process is seasonal based on OL year (August through July)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Complete an analysis and review of all field collection and enforcement activities and make recommendations for improvements and streamlining of current process. Consolidate field collection duties and/or coordination of field activities to better track and manage the process.



The organizational structure of the Enforcement/Collections Section, support staff, training and information technology solutions is still being evaluated. A variety of areas are also being investigated in order to develop additional performance measures to better analyze the efficiency of the unit. Occupational License and Personal Property field collections statistics are now available from March 2004. Total March 2005 collections show an increase of \$534,911 when compared with March 2004, an increase of 283%. Most of the increase (\$447,000) resulted from increased Personal Property Collections, while \$87,800 came from increased Occupational License field collection revenue.

Check all that apply

ES8-5 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

 Workforce Dev.

 Audit Response

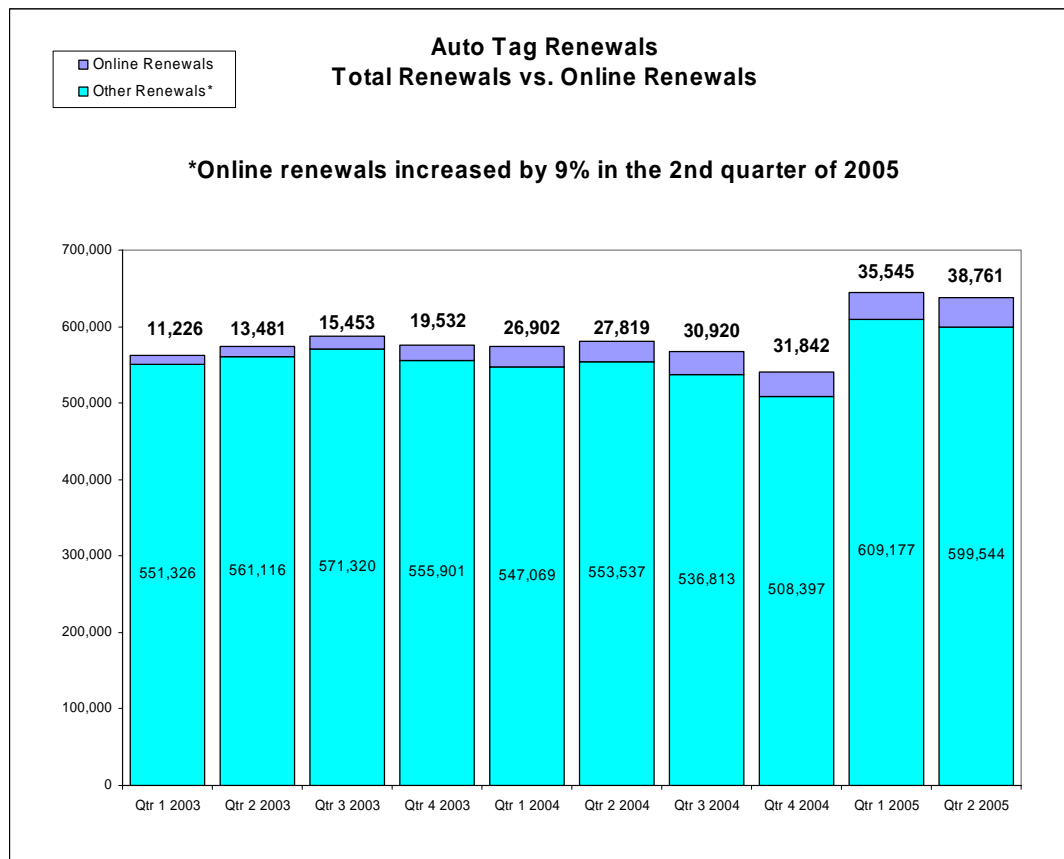
 Other _____
(Describe)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Monitor, track and promote on-line services and payment activity for auto tag registration transactions.



Online renewals in the second quarter of 2005, now account for **6.1%** of total registration renewals. During the first quarter of FY 2003, the share of renewals completed on-line was only **2%**. Additional outreach is now included with the renewal reminder notices to encourage vehicle and vessel owners to renew their licenses on-line.

*Figures include renewal transactions conducted at all County and private tag agencies

Check all that apply

ES8-5 Strategic Plan

x Business Plan

x Budgeted

Priorities

x Customer Service

___ Workforce Dev.

___ Audit Response

___ Other

(Describe)

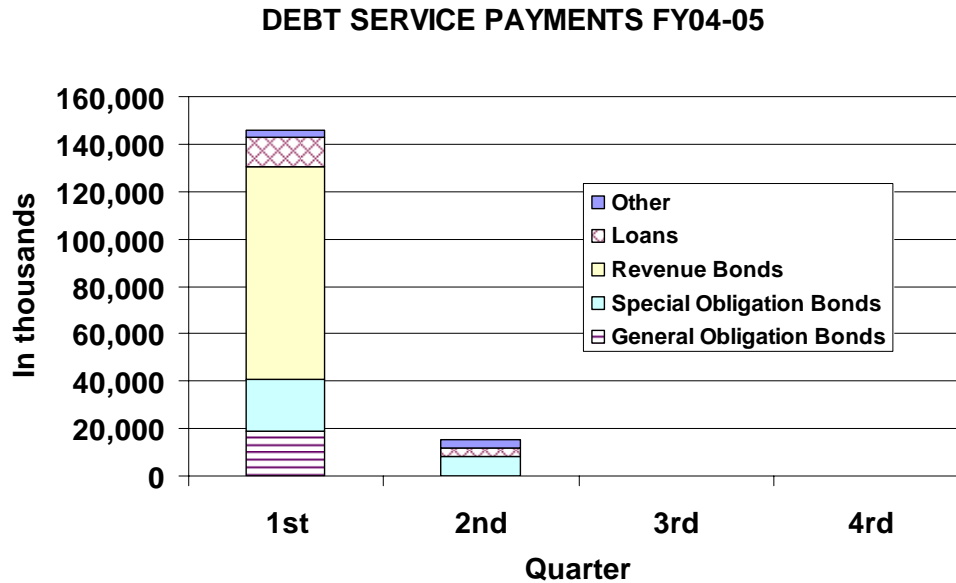
Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Continue to facilitate capital funding requirements as needed by County departments in the most cost effective manner with the most advantageous vehicle while providing stable debt coverage

Note: Debt service payments shown below are exclusive of Aviation debt service payments.



Check all that apply

ES8-1 Strategic Plan

☒ Business Plan

☒ Budgeted

Priorities

☐ Customer Service

☐ Workforce Dev.

☐ Audit Response

☐ Other

(Describe)

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30, 2004	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	317	350	322	28	327	23				

B. Key Vacancies

- The Controller's Division filled the following positions in the 2nd quarter of FY 2005: Eight (8) Finance Collection Specialist in the Credit and Collection section, One Clerk 2 and One Clerk 1 position in the Accounts Payable section.
- The Finance has out-stationed five positions to the 311 Answer Center for the current and next fiscal year.
- During the second quarter, two Finance Department employees completed an assignment providing administrative support to South Florida Workforce.

C. Turnover Issues

- The Finance Department continues to recruit on an ongoing basis to fill all of its vacant positions.

D. Skill/Hiring Issues

- As of March 31st, 99% of the Finance staff has attended the Delivering Service Excellence Training. A make-up session was held on March 22, 2005 for new employees and for those not able to attend prior sessions.
- Two employees of the Controller's Division are attending the supervisory certificate training.
- Controller's Division staff attended Project Management classes in preparation for the WASD/Aviation ERP project, as well as PeopleSoft Training Courses.
- Seven Tax Collector Division employees attended the Certified Florida Collectors Assistants Certification (CFCA) training on Collection and Distribution of Property Taxes during the second quarter of FY 2005. Three employees also attended supervisory certificate training during this quarter.
- Four Tax Collection Division employees attended a Tax System Advisory Group meeting in Ocala.
- The Auto Tag Section of the Tax Collector's Office performed the following training for employees and private agencies during the second quarter; Branch Agency/Owner fast Title Training, Tow Company Seminar, DMV Vessel Training and DMV level 1 Registration Training.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

E. Part-time, Temporary and Seasonal Personnel

- The Tax Collector's Division continues to have two employees working through temporary agencies for more than a year. The Division employs a total of five temporary employees.
- The Controller's Division has a total of four temporary employees working through temporary agencies to address needs in Credit and Collection, FEMA and the Accounts Payable Division. In both the FEMA and the Accounts Payable units some of the positions are handling the increase in hurricane related work.
- The Bond Administration Division has one temporary employee working through a temporary agency replacing the Executive Secretary, who is currently working out of class in the capacity as Acting Senior Executive Secretary.

F. Other Issues

- Fifty-three employees provided staff support for the special election held in March 2005.
- During the second quarter the Controller's Division achieved the following:
 - ✓ Systems and Accounts Payable staff worked with the Enterprise Technology Services Department (ETSD) personnel on the web vendor payment inquiry project. The division completed the pilot project, and made the website available to County departments and a select group of vendors. During the 2nd quarter the website was made available to all vendors. The site provides vendor invoice and payment information to our suppliers via the internet. This will improve the ease of the customer service support provided to our vendor community.
 - ✓ Total IRS 1099 forms submitted for FY2004 were 13,625 for a total dollar amount of \$467,401,000.
 - ✓ The BCC approved a contract with Maximus, Inc. for the implementation of the WASD and Aviation Department's Financial System (ERP). The Project kick off meeting was held in January, 2005. The Finance staff is currently assisting in the Fit Analysis sessions, the development of a common Chart of Accounts, and will be involved through out the project as decisions are made with potential impact to countywide functions.
 - ✓ Systems Unit personnel as well as Accounting and Reporting staff continue to assist departments with their Work Order Datastream 7 implementation.
 - ✓ The FEMA unit coordinated with County departments to obtain preliminary damage cost estimates and costs associated with the assistance provided to other counties and municipalities as a result of Hurricanes Charley, Frances, Ivan and Jeanne that affected the State of Florida during August and September 2004. All Daily Activity Reports (DAR) for each of the departments to document actual expenditures were completed and entered in the DAR system; these reports were the source documentation for the preparation of the FEMA Project Worksheets and to draw down funds on the FEMA grant. The unit continues to process reimbursement claims for the No-Name Storm and Hurricane Irene. A total of \$47 million was processed for reimbursement during the first quarter of fiscal year 2005. To date, the state has not submitted reimbursement.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

- The Tax Collector's Division achieved the following:
 - ✓ Continued working with outside vendor Imagitas which took over the printing and mailing of all Miami-Dade County Auto Tag vehicle, vessel and trailer registration renewals. The new process for mailing renewals incorporates multiple renewals in one envelope for owners of more than one vehicle or vessel. This has generated savings of \$20,000 in postage charges during the second quarter alone. In addition, outreach literature in the renewal package encourages vehicle and vessel owners to renew online.
 - ✓ The proposed revision of the Occupational License Ordinance was delivered to the County Attorney's Office for placement on the Board of County Commissioners agenda.
 - ✓ The Real Estate Payments Processing Task Force was created to review and improve processes, improve efficiency, identify resource needs and reduce backlog. The division mail pick up, processing, distribution, metering and mail out functions were merged to improve performance and efficiency. A caller service account was created to enable an early morning mail pick up to facilitate same day distribution and processing of all mail. Site visits to the West Palm Beach Tax Collector's Office, the Broward Tax Collector's Office and Miami's main postal facility were scheduled to gain expertise.
 - ✓ Form letters were developed in conjunction with ETSD to reduce manual entry by staff members regarding mail returned to tax payers. TXCMAIL eliminated the necessity to print bills and receipts to send with a check when returned to tax payers. A 30% reduction in the processing time taken to mail checks back to tax payers has been achieved enabling 2,864 refunds to be processed during the second quarter, 795 (38.5%) more than in the first quarter.
 - ✓ Convention and Tourist Tax Revenues increased dramatically during the second quarter when compared with the previous year. Food and Beverage tax revenues increased by 8% and Bed Tax Revenues increased by 17%.
 - ✓ The Convention and Tourist Tax return was converted to ASP format. The online return is now available to our customers twenty-four hours a day, seven days a week and is dramatically reducing errors.
 - ✓ The downtown Auto Tag Public Service Office offers a personal computer for our customers to use to renew registrations via the internet and pay by credit card.
 - ✓ The Auto Tag Mail Unit has traditionally processed all vehicle, vessel and trailer registrations manually, with our employees entering the data into the Division of Motor Vehicles State computer system (FRVIS). The technology has been acquired and installed for the NCR 7780 to fast process these renewals automatically (approximately 2,100 renewals per day), including the automatic download of data directly from the 7780 to FRVIS in Tallahassee. Batch testing has proved successful and the short term goal is to completely automate the registration renewal process freeing valuable resources for more useful work within the division.

Departmental Quarterly Performance Report

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- The Division of Bond Administration achieved the following:
 - ✓ Continued working with other County senior management on the County's Building Better Communities Bond Program;
 - ✓ Met with members of the municipal bond industry in connection with potential financing/refunding opportunities for possible funding strategies to meet Countywide capital needs;
 - ✓ Conducted document sessions regarding the following proposed issuances/financings/restructuring:
 1. \$300 Million Public Health Trust Revenue and Revenue Refunding Bonds,
 2. \$75 Million Solid Waste System Revenue Bonds
 3. \$210 Million Convention Development Tax Special Obligation Bonds
 4. \$58 Million General Obligation Bonds (Parks Program)
 5. \$325 Million Water and Sewer Refunding Revenue Bonds
 6. \$600 Million Aviation Revenue and Refunding Bonds
 7. \$400 Million Commercial Paper Program Renewal
 - ✓ Issued request for proposals for Broker Dealers and Small Business Dealers for the Aviation Commercial Paper Program. Selection Committee appointments were recommended to and approved by the Manager.
 - ✓ Made rating agencies presentations in conjunction with the Solid Waste Department for the \$75 Million Solid Waste System Revenue Bonds. The ratings were confirmed at "A2" by Moody's Investor Service, "A" by Standard and Poor's Ratings Services, and "A" by Fitch Ratings;
 - ✓ Staff attended the regional Bond Buyer annual conference on derivative products; and
 - ✓ Issued debt service payments in excess of \$15.0 Million for general obligation, special obligation and revenue bonds; loans and other County obligations.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

FINANCIAL SUMMARY

	PRIOR YEAR ACTUAL	CURRENT FISCAL YEAR						
		Total Annual Budget	2nd Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Carryover								
Tax Coll. Carryover	82	385			385	961	576	150%
FAMIS Carryover	793	-			-	801	801	-
Bond Adm. Carryover	721	796			796	644	(152)	-19%
Cash Mgt. Carryover	51	-			-	72	72	-
Credit/Col. Carryover	1,014	667			667	700	33	5%
Other Rev								
Tax Collector	24,184	24,912	6,228	4,245	12,456	8,524	(3,932)	-32%
FAMIS/ADPICS	-	-	-	-	-	-	-	-
Bond Administration	1,593	1,271	318	221	636	322	(314)	-49%
Cash Management	1,083	1,283	321	483	642	583	(59)	-9%
Credit & Collection	2,950	3,780	945	728	1,890	1,307	(583)	-31%
Total	32,472	33,094	7,812	5,677	17,472	13,914	(3,558)	-20%
Expense*								
Tax Collector	13,833	14,851	3,713	3,834	7,426	7,569	(143)	-2%
Interfund Transfer	-	-	-	-	-	-	-	-
Finance Director	578	981	245	206	490	430	60	12%
Controller	4,094	4,665	1,166	1,330	2,332	2,633	(301)	-13%**
COR Transfer	5,500	4,800	1,200	-	2,400	-	2,400	100%
FAMIS/ADPICS	792	980	245	199	490	200	290	59%
Bond Administration	1,670	2,067	517	167	1,034	333	701	68%
Cash Management	1,062	1,283	321	277	642	536	106	17%
Credit & Collection	1,764	3,467	867	494	1,734	919	815	47%
Total	29,293	33,094	8,274	6,507	16,548	12,620	3,928	24%

(All Dollars in Thousands)

(1) Note: Budget for FY04 COR Transfer is made up of \$4,800 from Tax Collector and \$700 from Credit & Collections.

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90+ days and those scheduled for write-off, if applicable)

* The Finance Department is experiencing higher than budgeted attrition; expenses, reimbursements and transfers are not evenly distributed throughout the year.

** Over expenditures are a result of reimbursement not processed until the end of the fiscal year.

Departmental Quarterly Performance Report

Department Name: Finance

Reporting Period: FY 2004-05 2nd Quarter

Equity in pooled cash (for proprietary funds only, figures in thousands)

	Prior Year	Current Year		
	Year End	Month 04	Month 05	Month 06
<u>Fund/Sub fund</u> (Project # in parentheses)				
GF 030/031				
Director/Controller/Tax Collector (031005)	1,939	224	231	73
Bond Administration (031004)	668	771	721	658
GF 050/053				
Info. App. & Fin. Systems (053006/056113)	1,426	1,917	1,171	1,141
Cash Management (053002)	145	269	235	197
Credit & Collection (053003/4/7)	930	1,224	1,345	1,453
Total	5,108	3,685	3,703	3,522

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

None

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature
Department Director

Date 03/31/05.